

# ADMINISTRATIVE ASSISTANT REPORT

January 2008

01/24/08

## 1. MISCELLANEOUS:

- a. Several ETN's are being offered that you might be interested in; open meetings, open records, ethics, procedures, etc. Please let me know if you wish to attend any of these.
- b. Several open records requests have requested copies to be sent to them electronically. If a records request is for a printed document, the document is copied and then provided to the requester, instead of sending a computer file. This way, the requester is getting a copy of the actual original document on file and the same document everyone else has received as well.
- c. The Town has several of old Town Board laptops in the vault. The laptops have not been used in quite a while, and other departments have been replacing their laptops. I'll ask the department heads if they might have a use for any of the laptops. We have quite the assortment of old computers & peripherals in the basement. I don't think any of them are worthy trying to sell, so may just take them to the MRF.
- d. Attached, please find a listing of Town Board minutes that haven't been presented for TB approval, dating back to Oct 2005.

## 2. TAXES:

- a. The "Jan settlement" was done by Carol sending a portion of the tax collections collected in Dec, to each taxing district. The vouchers were approved at 1/08/08 TB meeting.

## 3. FINANCIALS:

- a. Final 2007 budget amendments (Amendment #4 & 5) have been done. This should be the final amendment and is usually done to "clean up" the budget.
- b. Payroll year-end & quarterly reports, and W-2s have been printed, balanced and mailed (all are due by January 31<sup>st</sup>). Year-end reports for the Wisconsin Retirement System (WRS) and the 4<sup>th</sup> Qtr Sales Tax return mailed as well.
- c. I will be starting on the entire year-end accounting for the annual audit and making a trip to Ashland to bring the reports & paperwork to the auditors.
- d. Dorothy Tank, Ashland County Emergency Services Director called to say that the State of Wisconsin approved the Town of LaPointe's storm damage requests for Storms #1, #2 & #3 in 2007. The Town will be reimbursed approx. 70% of the costs submitted (+/- \$3,200).
- e. Carol Neubauer, Town Treasurer, has set up an automated tax collection system with Ashland County. She logs tax payments directly into a program and then e-mails the information to Ashland County. She has also setup a "remote deposit" system with Bremer Bank, which will make bank deposits of checks only, straight from her laptop into the Town's checking accounts, without having to physically go to the bank. These two systems may require the purchase of a new laptop computer, as she is running these programs from her personal laptop.
- f. With the remote deposit program, Bremer Bank is unable to have the deposit made into any savings accounts (which is what the Tax Collections Account is). Therefore, Bremer Bank has suggested that the tax collections account be changed from a savings account to a checking account, but will still receive interest on the funds as is done now, and collateral funds will be in place to protect the town's funds in excess of \$100,000. Carol will be presenting a banking resolution for the Town Board to change the account.

Respectfully submitted,

Barb Nelson

Administrative Assistant/Deputy Clerk